

**STATE OF KANSAS  
OFFICE OF THE ATTORNEY GENERAL  
Through the KANSAS BUREAU OF INVESTIGATION**

**INSTRUCTIONS**

**RENEWAL OF PRIVATE DETECTIVE INDEPENDENT LICENSE**

The 2-year renewal application must be completed in its entirety to renew your private detective license. An incomplete application will result in processing delays. The Kansas Bureau of Investigation may take up to **90 days** to process an application.

**The renewal agency application must be accompanied by:**

- Two (2) applicant (blue) fingerprint cards for all owners, partners, officers, directors, associates with the agency.
- Two (2) color, front view, photographs (passport size, no smaller than 2 x 2, no larger than 4 x 6), plain light colored background taken within 30 days before the renewal application is submitted. Do not wear a hat, scarf or other head gear, or sunglasses.
- When applying for renewal of the private detective license, each applicant shall provide one copy of all documents evidencing completion of each program of continuing professional education obtained within the biennial renewal period before the applicant's submission of the renewal application.
- \$175.00 Renewal fee. **The application fee is non-refundable.** A personal check, money order, cashiers check make payable to the Kansas Bureau of Investigation. We are able to offer the opportunity to charge any/all private detective licensing fees on your Visa or Master Card credit card. To charge your licensing fees, please complete the credit card form in this packet.
- Verification of a corporate surety bond in the amount of **\$100,000** or more; **OR** a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; **OR** verification of **\$100,000** or cash deposit with the State Treasurer.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license.**

**Mail completed renewal application, accompanying documents and renewal fee to:**

Private Detective Licensing  
Kansas Bureau of Investigation  
1620 SW Tyler  
Topeka, Kansas 66612-1837

Please direct any questions to Nicole Dekat, Program Manager, Private Detective Licensing, (785) 296-4436, e-mail to [Nicole.Dekat@kbi.state.ks.us](mailto:Nicole.Dekat@kbi.state.ks.us) or by postal mail.

## **FEE SCHEDULE PRIVATE DETECTIVE LICENSING, RENEWALS & other items**

### **Independent** (self-employed)

License fee - \$250.00 (2yrs from date of issuance)  
Renewal fee \$175.00 (2yrs)  
Requires \$100,000.00 bond **or** certificate of insurance

### **Agency** (employs others)

License fee - \$250.00 (2yrs from date of issuance)  
Renewal fee \$175.00 (2yrs)  
Requires \$100,000.00 bond **or** certificate of insurance

### **Individual employee** (works under the agency license)

License fee - \$250.00 (2yrs from date of issuance)  
Renewal fee \$175.00 (2yrs)  
(Insurance covered by agency bond or insurance)

### **Officer, Director, Partner, or Associate** (of the Agency engaged in detective business)

License fee - \$100.00 (2yrs from date of issuance)  
Renewal fee \$100.00 (2yrs)  
(Covered by agency bond or insurance)

### **Firearms Permit** (any licensed PI can apply for a firearms permit)

Fee - \$50.00  
Renewal fee \$50.00 (2yrs)

### **Firearms Trainer**

Fee - \$100.00  
Renewal fee \$100.00 (2yrs)

### **Other items:**

Badge (and case) - \$55.00  
Duplicate license - \$5.00  
Information/application packet - \$15.00 (deducted from cost of application)  
Current list of private detectives & agencies in Kansas - \$.24 per page

**Date of Request**  
 \_\_\_\_\_ - \_\_\_\_\_ - 20\_\_\_\_ - \_\_\_\_\_

Name on Credit Card

**Mailing Address for Credit Card**  
Street:

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Expiration Date**  
\_\_\_\_\_ - \_\_\_\_\_

**Visa/MC 16 digit card number**  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Other Information Number:**

Check all that apply

	- PI Packet	
	- Application	
	- Firearm Permit	
	- Badge/Case	
	- Renewal	
	- Misc - explain	

**Amount to be billed on your credit card**

(sample - \$250.00)

\$ \_\_\_\_\_ . \_\_\_\_\_

**MANDATORY 3 digit auth. code on back of card**

**STATE OF KANSAS**  
**OFFICE OF THE ATTORNEY GENERAL**  
**Through the KANSAS BUREAU OF INVESTIGATION**  
  
**INDEPENDENT PRIVATE DETECTIVE LICENSE**  
**RENEWAL**

1. Name: \_\_\_\_\_

2. As an **Independent** private detective provide:

DBA (doing business as) name (if applicable): \_\_\_\_\_

Street address: \_\_\_\_\_  
(Number & Street) (Suite) (City) (State) (Zip)

Business phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell phone: \_\_\_\_\_

3. Mailing address if different from above: \_\_\_\_\_

\_\_\_\_\_

4. Private detective license number: \_\_\_\_\_

Firearms permit number (if applicable): \_\_\_\_\_

Badge number (if applicable): \_\_\_\_\_

Firearm trainer number (if applicable) \_\_\_\_\_

**Please answer the following questions. If you answer “yes” to any of the questions, please provide a separate page with a full explanation.**

5. In the past 2 years have you:

(a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes ☐ No

(b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No

(c) been convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No

(d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No

(e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No

(f) become a law enforcement officer or been granted a special commission from any law enforcement? ☐ Yes ☐ No

(g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No

- (h) become addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs excluding medicines prescribed by a physician? ☐ Yes ☐ No
- (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

If you answered yes please explain: \_\_\_\_\_

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### **APPLICANT'S AFFIDAVIT**

**(Must be signed before a Notary Public)**

I, \_\_\_\_\_, of lawful age, being first duly sworn, on my oath,  
(Applicant Please Print your name)

State that I am the renewal applicant, herein. I have read and examined the statements made in the above renewal application, including all statements made in any accompanying papers, and that the information contained herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

My commission expires: \_\_\_\_\_

**Personal Information (please type or print):**

Name: \_\_\_\_\_

Alias or other names used: \_\_\_\_\_  
(to include maiden name and prior married names, etc)

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip Code)

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_